

# Air Force Voting Plan - 2010-11

Revision 20100713 (v9)  
Significant Changes Highlighted

- References:**
- A. Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)  
42 USC 1973ff; PL 99-410; PL 107-107; PL 107-253; PL 111-84 Subtitle H
  - B. DoDD 1000.4, Federal Voting Assistance Program  
(and DoDI 1000.4 when published)
  - C. AFI 36-3107, Voting Assistance Program
  - D. Voting Assistance Guide (VAG) Publication ID# VAG 10-11
  - E. Federal Voting Assistance Program (FVAP) Voting Action Plan 2010-2011
  - F. Department of Defense Voting Information Support Plan 2010-2011  
(Appendix A of item E)
  - G. Military Postal Service Agency Strategic Voting Support Plan (15 Mar 2010)

**Offices of Primary Responsibility:** HQ USAF/A1  
HQ AFPC/DPSIMF  
MAJCOM/A1 or FOA/DRU/A1  
Installation/CC/FSM

**1. Situation:** The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) protects the right to vote for members of the Uniformed Services, Merchant Marines, their spouses and dependents, and United States (US) citizens residing outside the territorial limits of the US. It requires each Government department to distribute balloting materials and develop a program of information and education for all employees and family members covered by the Act. As the Presidential Designee for oversight of the Federal Voting Assistance program (FVAP), the Secretary of Defense has directed commanders at all levels to support the FVAP and encourage maximum participation by Air Force personnel and their dependents, in exercising their right to vote. For the 2010-11 Voting Season, the goal is to contact 100% of Air Force personnel (all active duty personnel, along with civilians/contractors assigned overseas) and their voting age dependents, and to offer assistance with voting registration and requesting a ballot.

**2. Mission:** The Air Force Voting Assistance Program (VAP) is an ongoing program to assist Air Force personnel and their family members to register and vote either at the polls or by absentee ballot. The mission of the VAP is to provide assistance for all elections, regardless of when they are held, with special emphasis on the period prior to the 2 Nov 2010 general elections. The VAP is a “year-round” program.

**3. Concept of Operations:** The plan will be implemented as follows (see Attachment 1, Sequence of Events and Annexes). Where discrepancies exist between this plan and the current AFI 36-3107, the current Air Force Voting Plan will take precedence:

**a. HQ USAF/A1 has:**

(1) Designated the Director, Air Force Services (AF/A1S), as the Air Force’s Senior Voting Representative.

(2) Designated HQ AFPC/DPSIMF as Departmental Representative (Voting Action Officer).

**b. AFRC will:**

(1) Appoint a headquarters-level voting assistance officer (VAO) to coordinate with the Air Force’s senior voting representative and the Director, Federal Voting Assistance Program (FVAP),

and to maintain a contingency absentee voting program for Reserve units and personnel who have been activated and deployed. The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DODD and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDD and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders. Given the response to this leniency in past years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) MAJCOM Voting Assistance Officers: O-3, E-7 or GS-11 or higher (appointment of civilians is desirable for continuity purposes). Waiver level is AFPC/DPSIMF and MAJCOM VAOs in place at the time this voting plan is published (21 Dec 2009) are “grandfathered” in.

(b) Primary Installation Voting Assistance Officers (alternates rank requirements are at the discretion of the installation commander): Appointment of civilians is desirable for continuity purposes:

(i) Large Bases (active population over 2,000): O-3 or GS-11 or higher

(ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or SMSgt or higher.

(c) Unit Voting Assistance Officers: Recommend O-2/E-7 level, but left up to the discretion of the Commander.

(2) Designate a military member or DOD civilian as voting assistance officer within each activated unit to serve as a liaison with the FVAP. The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions (within the guidelines in paragraph (1) above).

(3) Prepare a plan to provide voting assistance to members of the Reserve in the event of their activation.

(4) Send copies of the plan to HQ AFPC/DPSIMF and HQ AFPC/CCR.

(5) Include Reserve installation voting assistance officers (IVAOs) in FVAP training.

**c. NGB/CF will:**

(1) Appoint a headquarters-level voting assistance officer (VAO) to coordinate with the Air Force’s senior voting representative and the Director, Federal Voting Assistance Program (FVAP), and to maintain a contingency absentee voting program for Guard units and personnel who have been activated and deployed. The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DODD and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDD and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders. Given the response to this leniency in past years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) MAJCOM Voting Assistance Officers: O-3, E-7 or GS-11 or higher (appointment of civilians is desirable for continuity purposes) Waiver level is AFPC/DPSIMF.

(b) Installation Voting Assistance Officers (alternates rank requirements are at the discretion of the installation commander): Appointment of civilians is desirable for continuity purposes.

(i) Large Bases (active population over 2,000): O-3 or GS-11 or higher

(ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or SMSgt or higher.

(c) Unit Voting Assistance Officers: Recommend O-2/E-7 level, but left up to the discretion of the Commander.

(2) Designate a military member or DOD civilian as voting assistance officer within each activated unit to serve as a liaison with the FVAP. The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions (within the limits set in paragraph (1) above).

(3) Prepare a plan to provide voting assistance to members of the Air National Guard in the event of their activation.

(4) Send copies of the plan to HQ AFPC/DPSIMF and HQ AFPC/CCG.

(5) Include Guard IVAOs in FVAP training.

**d. HQ AFPC/DPSIMF will:**

(1) Provide the Director, FVAP with a quarterly updated list of office telephone numbers and email addresses for every MAJCOM and installation voting assistance officer.

(2) Coordinate and publicize information (method of training, dates, locations, etc.) on IVAO training workshops to be conducted by the FVAP.

(3) Work with the FVAP office and Air Force Departmental Publishing Office to ensure they maintain adequate stocks of the following materials (a) Federal Post Card Application (FPCA), SF 76, for Absentee Ballots; b) Federal Write-In Absentee Ballot (FWAB), SF 186; and (c) Current Voting Assistance Guide/Posters/Calendars.

(4) Submit after-action reports as required to AF/A1S and FVAP by 15 Jan 2011 summarizing successes and/or problems experienced in the conduct of the Program. A checklist for, and the format of this report will be provided by FVAP.

(5) Maintain the Air Force voting website:

<http://www.afpc.randolph.af.mil/library/airforcevoting/index.asp>.

(6) Assist FVAP in conducting a survey of military members, civilian employees outside the U.S., and unit/installation VAOs in the manner specified by the Director, FVAP.

(7) Revise AFI 36-3107 and the AF Voting Plan as necessary.

**e. MAJCOM/FOA/DRU A1s will:**

(1) Ensure MAJCOM compliance with AFI 36-3107 and the current AF Voting Plan.

(2) Designate (in writing) a DoD civilian or military member as the MAJCOM VAO. Provide the VAO's information (name, grade, phone, fax, email and mail addresses) to HQ AFPC/DPSIMF. The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDD and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders. Given the response to this leniency in past years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) MAJCOM Voting Assistance Officers: O-3, E-7 or GS-11 or higher (appointment of civilians is desirable for continuity purposes). Waiver level is at AFPC/DPSIMF.

(b) Installation Voting Assistance Officers: (appointment of civilians is desirable for continuity purposes)

(i) Large Bases (active population over 2,000): O-3 or GS-11 or higher

(ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or SMSgt or higher.

(c) Unit Voting Assistance Officers: Recommend O-2/E-7 level, but left up to the discretion of the Commander.

(3) Ensure the MAJCOM VAO and IVAOs provide support to tenant organizations on their bases. Tenant organizations may include organizations of sister Services. This support will include training, materials, information and any general support to run an effective voting assistance program. Any compliance/status reports will be processed by tenant organizations through their IVAO to the host MAJCOM or thru on-line reporting applications if directed.

(4) Request the inspector general (IG) include the voting program as an item for specific review at every command level.

**f. MAJCOM/FOA/DRU Voting Action Officers will:**

(1) Ensure compliance with AFI 36-3107 and the current Voting Action Plan.

(2) Establish MAJCOM/FOA/DRU telephone voting action lines (see Annex G).

(3) Review the Air Force Voting Plan, and if desired, develop and implement a Command Action Plan for the 2010-11 voting years. Send an information copy to HQ AFPC/DPSIMF. MAJCOM/FOA/DRU plans should briefly give additional command-specific guidance, if any, to their installations. It may be in the form of a cover letter to the Air Force Plan.

(4) Send the MAJCOM/FOA/DRU plan to installations, giving them the option to prepare an installation Voting Action Plan.

(5) Review and maintain copies of installation voting action plans.

(6) Review, update & send a copy of the MAJCOM/FOA/DRU list of current designated IVAOs to HQ AFPC/DPSIMF on a quarterly basis (15 Jan, 15 Apr, 15 Jul & 15 Oct).

(7) Periodically check installation Voter Action Line telephone systems to ensure base telephone operators can connect callers to the IVA Office number or answering service.

(8) Ensure the IVAOs' telephone service is maintained as outlined in this plan, to assist voters during the 2010-11 Federal, state and local elections. There must be no lapse of service between general election years.

(9) Collect and file installation Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week (for overseas bases) plans as well as Absentee Voters Week plans. Suspense for IVAOs to submit their Armed Forces Voters Week (AFVW) and Overseas Citizens Voters Week plan to MAJCOM and AFPC is **7 May 2010**. Suspense for IVAOs to submit their Absentee Voters Week plans to MAJCOM and AFPC is **3 Aug 2010**.

(10) MAJCOMs will be responsible for sending directed reports or metrics on their organizations to the Air Force Personnel Center or on-line if directed.

**g. Installation commanders will:**

(1) Ensure compliance with AFI 36-3107.

(2) Designate (in writing) a DoD civilian (highly desired) with access to the installation commander, or military member as installation voting assistance officer (IVAO) for a term ending no earlier than 1 Apr 11. Provide the IVAO's information (name, grade, phone, email/mail addresses) to the MAJCOM VAO and AF VAO (HQ AFPC/DPSIMF via email: [vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil)). **Ensure at least one month overlap for outgoing and incoming IVAOs during which time, adequate transfer of knowledge and training will be accomplished.** The current DODD 1000.4 and AFI 36-3107 provide guidance regarding desired rank of assigned VAOs. This guidance is not absolute, and may be modified to meet local conditions. It is preferable to assign an enthusiastic volunteer as a VAO who is outside the rank guidance of the DoDD and AFI, rather than assigning a less enthusiastic member who meets the criterion. The goal is to assign quality individuals with enough authority as VAOs to get the job done. This leniency in applying the DoDD and AFI guidance, however, should not be used as license to degrade the integrity of the program by assigning VAOs that do not carry the rank and experience needed to lead other VAOs and discuss voting issues with commanders. Given the response to this leniency in recent years, the Air Force will now re-impose certain limitations on VAO appointments as follows:

(a) MAJCOM Voting Assistance Officers: O-3, E-7 or GS-11 or higher (appointment of civilians is desirable for continuity purposes)

(b) Installation Voting Assistance Officers (Primary and Alternate)—Appointment of civilians is desirable for continuity purposes:

(i) Large Bases (active population over 2,000): O-3 or GS-11 or higher

(ii) Small to Mid-Size Bases (active population 1,999 or less): O-2, GS-09, or SMSgt or higher.

(c) Unit Voting Assistance Officers: Recommend O-2/E-7 level, but left up to the discretion of the Commander.

If a DoD civilian is not selected as the IVAO, and a military member becomes the appointee, we also ask that the installation commander consider the ops tempo of the member being assigned to ensure work overload doesn't force the IVAO to put off voting duties in order to perform the mission (e.g., medical officers are normally stretched to their limits without additional duties).

(3) Should establish an Installation Voting Committee for administering and publicizing the local voting program. The committee will be chaired by the IVAO and consist of representatives from the following offices or Air Force related organizations:

- (a) MPF/MPE/MPS
- (b) Public Affairs
- (c) Staff Judge Advocate
- (d) Communications Squadron
- (e) Services Flight/Section
- (f) Volunteer Organizations are encouraged
- (g) Spouse Clubs are encouraged
- (h) Civilian Personnel Office (overseas installations only)
- (i) Others as requested by the commander

(4) Ensure the appointed IVAOs receive the Federal Voting Assistance Program (FVAP) training including TDY funding to attend training as required by the FVAP. If in-residence FVAP training is held on the installation, the installation commander or his vice will introduce the program. If no in-residence FVAP training is available during the initial 60-day period of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of IVAO/UVAO training available on the FVAP.gov website is required.

(5) Ensure unit commanders appoint Unit Voting Assistance Officers (UVAOs) so every member has a servicing UVAO. A unit member includes military personnel of any Service, civilians (for OCONUS only), and contractor personnel (for OCONUS only). UVAOs are to be appointed to a two-year term beginning Nov/Dec of every other odd-numbered year beginning Nov/Dec 2009. The desired rank of UVAOs is O-2 or E-7, and ratio between UVAOs and assigned personnel is 1 UVAO per 100 assigned personnel. This guidance is not absolute, and may be modified to meet local conditions. A larger unit whose members are concentrated in one locale may require fewer UVAOs than a smaller unit whose members are geographically dispersed. It is preferable to assign an enthusiastic volunteer as a UVAO who is outside the rank guidance of DOD guidance and the AFI, rather than assigning a less enthusiastic member who meets the criterion. The goals are to assign quality individuals with enough authority as UVAOs to get the job done, and to ensure coverage of all assigned members, regardless of their location. UVAOs are encouraged to have assistants where necessary. Commanders may combine UVAO services for small units at their discretion.

(6) Support FVAP voting training workshops held at their installation by introducing the program. Ensure the IVAO invites I/UVAOs from nearby military installations to attend.

(7) Ensure the IVAO or UVAO briefs absentee voting process information during base newcomer orientations.

(8) Ensure the IVAO and UVAO's performance of duties with respect to the Voting Program is included in their performance evaluation (*not optional. This is per Public Law 107-107*).

#### **h. Military Personnel Section (MPS) Commanders will:**

(1) Serve as administrative counterpart to HQ AFPC/DPSIMF.

(2) Receive, store and pass messages, MPFMs/PSDMs, voting materials, etc., between HQ AFPC/DPSIMF, MAJCOM/FOA/DRU VAO and the IVAO for the entire 2-year voting cycle. Establish a distribution point for the IVAO at the MPS. If requested by IVAO, serve as the single, well advertised, fixed location where absentee voting material and voting information is available to all military personnel, family members and overseas DoD civilian and contract employees.

(3) Support IVAO's requests for products, lists, etc., of personnel serviced by the MPS (including tenant units and GSUs), sorted by unit, then by alpha. Listing must be provided to IVAOs at a minimum of on a quarterly basis.

(4) Review, update, and send a copy of the current IVAO appointment letter to the MAJCOM VAO NLT 15 Dec of each calendar year. The IVAO should be a 2-year appointment. The MPS must verify IVAO information on an annual basis. If there is no change in IVAO for the upcoming year, it is not necessary to send a new appointment letter to the MAJCOM. Paper copies are not necessary. Scanned PDF formatted copies should be emailed to [vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil) instead. Lacking scanning capability, an email, digitally signed by the MPS Customer Support Chief/Supt, with all pertinent information will suffice.

**i. Installation Voting Assistance Officers (IVAOs) will:**

(1) Ensure compliance with AFI 36-3107 and Chair the Installation Voting Committee. Distribute copies of annexes of this plan to applicable staff offices.

(2) During phase I of the voting schedule (1 Oct 09 – Spring 2010): Information efforts shall begin with commanders and Voting Assistance Officers conducting command information programs prior to primary elections and repeating, as necessary, to inform military personnel and their family members to exercise their right to vote in primary and general elections. Family members will be encouraged to participate in these programs. Information provided shall include dates of scheduled primary and general elections and state deadlines for voter registration, absentee ballot requests, and the receipt of voted ballots and the mailing deadlines established from that installation. Information programs can be accomplished through the use of local websites, installation newspapers, and by placing voting materials (with Voting Assistance Officer's organizational e-mail address, and/or office location) in stationary locations such as libraries, medical and dental clinics, commissaries, exchanges, MWR facilities, schools, and in training facilities.

Each Installation Voting Assistance Officer shall notify installation personnel of the last date before a General election for Federal offices by which absentee ballots must be mailed from that installation to reasonably be delivered in time to State and local election officials and of general mail delivery deadlines recommended by the Military Postal System Agency so that voters can determine recommended mailing deadlines for other Federal elections.

(3) Work with the MPS commander to obtain personnel lists by unit so each UVAO receives a list with the names of the people they need to assist. Provide the UVAOs a listing quarterly.

(4) Contact Information Requirements:

(a) Establish a voting action telephone line with an answering machine, except where 24-hour telephone coverage is available. Provide the base telephone operator with



the telephone number of the IVA Office as well as the voting email org box (see para (b) below. The telephone number listed for the IVAO should be the telephone voting action line that is connected to a 24-hour answering service.

- (b) Establish an installation voting email org box using the standardized [vote@base.af.mil](mailto:vote@base.af.mil) format (by 1 Dec 09).

(5) Provide a directory containing names, email addresses and office telephone numbers of the IVAO and all local UVAOs, including tenant organizations and GSUs, to the MAJCOM VAO and AF VAO (HQ AFPC/DPSIMF) within 15 days of receipt of this plan (if not provided in the past 3 months). Update these listings as replacements/changes occur and send updated listing to MAJCOM VAO and AF VAO on a quarterly basis.

(6) Ensure each UVAO has a copy of the 2010-11 Voting Assistance Guide or link to the current guide online at [www.fvap.gov](http://www.fvap.gov), Publication ID# VAG 10-11, and election calendars/posters. Ensure UVAOs maintain sufficient numbers of FPCAs (SF 76) and FWABs (SF 186)—recommended amount is one FPCA and one FWAB for every two unit members. These amounts are suggestions, not requirements, since the Military Overseas Voter Empowerment (MOVE) Act has moved military voting closer to being paperless. However, hard copies **must be** maintained in a number sufficient to present to voters during events such as Armed Forces Voters Week and where distribution is required by DoD guidance and AFI 36-3107. Also, ensure enough supplies are on hand to support activated Guard/Reserve personnel. Election calendars and posters will be ordered by the IVAO, in a ratio of one for every building on base which houses personnel, through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil> (See [Annex J](#) for instructions). Electronic copies of the VAG are available on FVAP's website at <http://fvap.gov/resources/media/2010vag.pdf>. In addition, most states accept the on-line version of the FPCA which is available at [www.fvap.gov](http://www.fvap.gov). *Note: Calendars and posters are available at Air Force Publishing on-line as well.*

(7) Ensure training for themselves (IVAO and Alt IVAO) and UVAOs. All VAOs are required to take training during even-numbered years (DoDD 1000.4, para 5.2.1.15). If no in-residence FVAP training is available during the initial 60-day period of appointment, or if TDY to an FVAP-sponsored training workshop is not possible, completion of all IVAO/UVAO training available on the FVAP website at [www.fvap.gov](http://www.fvap.gov) is required (“military self-administered Workshop” file—not civilian, which is for State Dept. training). Train all UVAOs IAW AFI 36-3107 and the current version of this plan. Use the 2010-11 Voting Assistance Guide, Publication ID# VAG 10-11, and the FVAP training online mentioned previously for IVAOs/alts. Encourage UVAOs to attend a live workshop provided by the FVAP if one is hosted at or near your installation. Request Installation Commander communicate (to unit commanders) support for 100% attendance by all UVAOs if FVAP training is held on your installation. TDYs to attend voting workshops are locally funded. Keep a written record of UVAOs trained and train replacements as needed for the duration of this plan utilizing the IVAO/UVAO Database (downloadable from the CoP). Complete initial training no later than 30 days after receipt of this plan.

(8) **Quarterly Reports (Measures of Success).** Submit quarterly reports by exporting the “Measures of Success” table, “UVAO Info” table, (exported to Excel) and gathering other information required by AFPC/DPSIMF. Quarterly reports are due to AFPC/DPSIMF via email on **15 Jan, 15 Apr, 15 Jul and 15 Oct** of each year. IVAOs are advised to maintain updates to the IVAOs Database on a monthly basis to avoid losing information, and spread the workload more evenly.



(9) **Submit an end-of-year report to HQ AFPC/DPSIMF on your installation goals and results.** Provide your report via email, in the format specified by DPSIMF. Most requirements will be filled using the IVAOs database "Measures of Success" form. Ensure a copy is provided to your MAJCOM VAO. The report must arrive at HQ AFPC/DPSIMF **no earlier than 15 Oct 2010 and no later than 12 Nov 2010 for CY 2010.** NOTE: *It is **highly recommended** that IVAOs track this information monthly to ensure accurate accounting at the end of the year.* Information required that is not currently in version 1.3 of the IVAOs database will be communicated to IVAOs via email. Below are some explanatory terms:

(c) **First contact for registration.** Definition: When the IVAO or UVAO counsels any active duty member one-on-one about the voting assistance program and explains the assistance they will provide to the member and their voting age dependents. For reporting purposes, this is a contact even if the member does not actually apply for registration; i.e., the member will vote locally, or they are moving and will apply at their next unit, or they are not interested and refuse assistance.

(d) **Second contact for ballot assistance.** Definition: When the IVAO or UVAO contacts a member to ensure they receive a ballot or assists with an FPCA to request a ballot. I/UVAO does not have to make second contact with those who said they will vote locally or those who refused assistance at the first contact (but may count them as a second contact for reporting purposes).

(e) **"Best Practice" inputs for your installation.** In addition to requirements contained in the database, please include input on lessons learned and/or best practice candidates for the year.

(10) Provide plan for Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 28-July 7, 2010) to MAJCOM and AFPC/DPSIMF by 7 May 2010.

(11) Conduct Armed Forces Voters Week and (for overseas bases) Overseas Citizens Voters Week (week of June 28-July 7, 2010). Local election officials are often willing to help. Some ideas for Armed Forces Voters Week are:

(a) Activity ideas. Booths/tables in high traffic areas, radio talk show spots, "Uncle Sam" visiting organizations, essay/poster contests, registration rally, incentives (refreshments, helium balloons, flags, etc.), scheduled events (open house, concerts, Armed Forces Day, Air Shows, Academy and school graduations, etc.).

(b) Publicity ideas. Electronic bulletin board, email, flyers in club bills, post office boxes, dorm rooms, commissary shopping bags, closed circuit television, marquees. Publicize the importance of early action and planning well in advance of election deadlines by the absentee voter in order to obtain a ballot for the general election. Publicize the last date before a Federal general election for which absentee ballots mailed from that location can reasonably be expected to be timely delivered to the appropriate State and local election officials.

(12) Report results of Armed Forces Voters Week and Overseas Citizens Voters Week through your MAJCOM VAO to HQ AFPC/DPSIMF by email, in the following format by 30 Jul 2010. Version 1.3 (and later) of the IVAOs Database has a form to fill in (then export the table and email resultant spreadsheets):

(a) How many people were assisted with registration/SF 76 completion?

(b) Describe particularly creative or innovative methods/techniques you used.

(c) Outline any problems encountered that we could incorporate into lessons learned.

(13) Conduct Absentee Voters Week (September 27 - October 4, 2010). Encourage voters to complete/mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. UOCAVA voters should submit a Federal Write-In Absentee Ballot (FWAB), SF 186, if they have not received their requested absentee ballot from their state in time to return it by the state's deadline. The FWAB may be used for the general election (Federal offices) under conditions specified in the *2010-11 Voting Assistance Guide*. (<http://fvap.gov/resources/media/2010vag.pdf>). Some jurisdictions may expand the use of the FWAB to primary, and State and local elections. For specific information on State requirements, refer to the *2010-11 Voting Assistance Guide*. Report results of AVW to MAJCOM VAO and AFPC/DPSIMF using IVAO's Database **NLT 29 Oct 2010**.

(14) Disseminate voting information and provide voting assistance as required for state and local elections throughout the 2-year term. See subparagraph "(17)" below for resources.

(15) CONUS installations: Ensure in-hand delivery of Federal Post Card Applications (FPCA) by 15 Jan 2010, 15 Jul 2010 and 15 Jan 2011 to UOCAVA-eligible Air Force personnel and their spouses/dependents within the U.S. This may be done by one-on-one physical contact, or electronically (e.g., via email). Electronic distribution must be done locally, and receipt of the FPCA must be verified (e.g. using "read receipts"). Ensure UVAOs maintain records of this contact and delivery of FPCAs. Read receipts should be transcribed to a permanent document to prove 100% contact is made. Maintain supply of Federal Write-in Absentee Ballots (FWAB) for those cases where the FVAP announces they may be used in the Continental U.S. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

(16) At overseas/deployed installations:

(a) Procure and distribute FWABs for use by UOCAVA-eligible Air Force personnel, their spouses and eligible dependents, and civilian employees of the Armed Forces and their spouses and eligible dependents residing with or accompanying them, who are serving outside the territorial limits of the U.S. (The FWAB may be used only under conditions specified in the current Voting Assistance Guide.)

(b) Ensure all eligible voters know how and when to use the FWAB. Recommend its use if the voter meets the criteria and may/will not receive the regular absentee ballot in sufficient time to vote and return it to be counted.

(c) **Important!:** Advise eligible voters to be cognizant of the mailing address they provide on the FPCAs they send in so that they don't have ballots returned to them at a location where they no longer serve (e.g., deployed locations or during periods of PCSing).

(d) Ensure in-hand delivery of FPCAs between 1-15 Jan 2010, again between 1-15 Jul 2010 & again, between 1-15 Jan 2011 to UOCAVA-eligible personnel overseas. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and receipt of the FPCA must be verified. Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

(e) Coordinate with installation/military postal authorities and provide the Postmaster with a copy of Annex F of this AF Voting Plan to (1) ensure a postmark or other proof of mailing date is provided on each absentee ballot collected; and (2) ensure mail handlers process voting materials quickly.

(17) Continue tracking and report goals as directed by MAJCOM/FOA/DRUs or HQ AFPC.

(a) Submit after-action reports as directed by AFPC/DPSIMF.

(b) Assist with post-election surveys of unit voting officers, military personnel and federally employed civilians, and ballot transmission surveys if requested.

(18) Subscribe to the Voting Information Newsletter and Voting Information News Releases. Subscription instructions are located on the FVAP website, [www.fvap.gov](http://www.fvap.gov). Ensure information received is disseminated to all installation personnel. Voting Assistance Officers are encouraged to extract information from the VIN and copy articles for internal media use. The FVAP is available on social networking sites like Facebook, LinkedIn, and Twitter. FVAP is using social networking to share important absentee voting deadlines and procedures, and to collaborate with voters on improving the absentee voting process. Local election officials, military and overseas citizens and voting assistance officers can follow FVAP for important updates on absentee voting.

(19) Ensure installation website contains a link to the FVAP.gov and the AF Voting Websites year-round as well as a link to the IVAO's organizational email account ([vote@base.af.mil](mailto:vote@base.af.mil)). Suspense for updating these items on the installation website is 60 days from publishing of this plan.

(20) Ensure assistance requirements are met. IVAOs/UVAOs are required to provide absent voters and their family members with assistance in obtaining information on voter registration procedures and absentee ballot procedures (including FPCA and FWAB completion); voting registration help when registering to vote in a federal election, including access to the internet when practicable; information and assistance to update the individual's voter registration information (address changes, etc.); and assistance to request an absentee ballot. This assistance should be provided to the following absent voters who are:

(a) New arrivals. Ensure new personnel arriving in the unit after the initial voting information briefing is conducted are contacted and provided voting guidance. Update lists of assigned personnel as changes occur. New personnel should be added to the IVAO's or UVAO's list immediately upon arrival and contacted for counseling on the voting assistance program;

(b) Departures (PCSing members);

(c) Deploying for a period of 6 months or greater; and

(d) Returning deployed members from a deployment of 6 months or greater.

(21) Inform entire serviced population of absentee voting information and resources 90, 60, and 30 days before each Federal election (e.g., 2 Aug 2010, 2 Sep 2010 and 2 Oct 2010).

(22) Upon being relieved of IVAO duties, ensure a minimum of one-month overlap between IVAOs to allow for an effective warm hand-off. Train new IVAO on database operations, go through continuity folder, train using FVAP online training slides (notify AF VAO of date of completion of training), and have new IVAO(s) sign up to be CoP members.

**j. Installation Voting Committee will:**

(1) Formulate and conduct aggressive base-level publicity on voting information for the entire period of the plan. Include the publicity plan in the installation voting plan, if the committee votes to create/implement an installation voting plan. Ensure the plan addresses Armed Forces Voters Week, Overseas Citizens Voters Week, and Absentee Voters Week publicity.

(2) Coordinate installation resources to support the voting assistance program and carry out the installation voting plan.

**k. Unit Voting Assistance Officers (UVAOs) will:**

(1) Comply with AFI 36-3107.

(2) Carry out duties listed in the 2010-11 Voting Assistance Guide, Chapter 3.

(3) Compile a list of personnel they are to serve or use lists provided by the IVAO or MPS.

(4) Obtain Voting Assistance Guides, Publication ID# VAG 2010-11, election calendars and motivational posters (large and small) from their IVAO, in a ratio of 1 per building on base which houses personnel. Also obtain sufficient quantities of FPCAs (SF 76) and FWABs (SF 186), **one** for every **two** UOCAVA-eligible members assigned. Electronic copies of the VAG are available on the FVAP's website. In addition, most states accept the on-line version of the FPCA which is available at [www.fvap.gov](http://www.fvap.gov). Ensure enough supplies are on hand to support activated Guard/Reserve personnel. If distributing FPCAs electronically, follow requirements in paragraph 3i(14) above.

(5) Provide voting assistance to all assigned UOCAVA-eligible personnel and ensure that all small and geographically separated units are assisted.

(6) Disseminate voting information and provide voting assistance as required for Federal, state and local elections throughout the 2-year term as a UVAO.

(7) Make first contact with assigned personnel. Brief all of their assigned personnel on absentee registration and voting procedures within 30-60 days of receipt of this plan. Provide FPCAs for registration and request ballots for primary elections. Some states begin their primary elections in January 2010. During this period, UVAOs will concentrate on providing absentee registration and voting assistance for state primary elections.

(8) Assist the IVAO with Armed Forces Voters Week/Overseas Citizens Voters Week (28 Jun – 7 Jul 2010) and Absentee Voters Week (27 Sep – 4 Oct 2010). Publicize the importance of early action to obtain election ballots well in advance of election deadlines.

(9) Personally deliver FPCAs between 1-15 Jan 2010, again between 1-15 Jul 2010, and again between 1-15 Jan 2011 to UOCAVA-eligible Air Force personnel and their dependents for use in the General Election. This may be done by one-on-one physical contact, or electronically. Electronic distribution must be done locally, and receipt of the FPCA must be verified. This FPCA delivery is required by the UOCAVA and is in addition to the FPCAs distributed earlier, for use in primary elections to ensure the local election official has the voter's most current information, such as current address on file. Also, ensure FPCAs are available to citizens from states holding early primary

elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

(10) Assistance Requirements (applies to IVAOs and UVAOs). VAOs are required to provide absent voters and their family members with assistance in obtaining information on voter registration procedures and absentee ballot procedures (including FPCA and FWAB completion); voting registration help when registering to vote in a federal election, including access to the internet when practicable; information and assistance to update the individual's voter registration information (address changes, etc.); and assistance to request an absentee ballot. This assistance should be provided to the following absent voters who are:

(a) New arrivals. Ensure new personnel arriving in the unit after the initial voting information briefing is conducted are contacted and provided voting guidance. Update lists of assigned personnel as changes occur. New personnel should be added to the UVAO's list immediately upon arrival and contacted for counseling on the voting assistance program;

(b) Departures (PCSing members);

(c) Deploying for a period of 6 months or greater; and

(d) Returning deployed members from a deployment of 6 months or greater.

(11) Commissioned/noncommissioned officers designated as UVAOs are authorized by DOD Directive 1000.4 to administer oaths in connection with voting registration and voting.

(12) Submit after-action reports as directed by IVAOs and AFPC/DPSIMF, and assist with post-election surveys of UVAOs, military personnel and federally employed civilians, and ballot transmission surveys, if requested.

#### **4. Other Actions:**

- a. Personnel: Follow Annex A and its appendices.
- b. Public Affairs: Follow Annex B.
- c. Staff Judge Advocate: Follow Annex C.
- d. Comptroller: Follow Annex D.
- e. Information Management: Follow Annex E.
- f. Postal Service: Follow Annex F.
- g. Communications Support: Follow Annex G.
- h. Air Force Reserve: Follow Annex H.
- i. Air National Guard: Follow Annex I.

#### **5. Execution:**

a. This plan is effective upon receipt via email distribution to IVAOs and/or upload to the IVAO/UVAO Community of Practice website.

b. Commanders at all levels will assist and encourage military personnel and their eligible dependents, as well as all Air Force civilian employees to register and vote, in person or by absentee process, in all elections held in their election districts during 2010 and 2011.

c. (OPTIONAL) IVAOs may prepare installation voting action plans following the publishing of this plan. Incorporate any command special items which are provided in the MAJCOM/FOA/DRU plan. Submit your plan to the installation commander for approval and send a copy to MAJCOM/FOA/DRU/A1 for review.

d. Armed Forces Voters Week/Overseas Citizens Voters Week (28 Jun – 7 Jul 2010) is the time frame by which all installations will culminate their program to focus attention of all personnel on the upcoming elections.

e. MAJCOM Inspector General will evaluate voting assistance program effectiveness IAW the checklist provided to MAJCOM VAOs by AFPC/DPSIMF. Reviews are due annually to ensure compliance with DoD regulations and public law. An IG report will be submitted to IG DoD with a copy to the Director, FVAP by January 31 of the following year.

**6. Coordination:** All federal agencies/organizations with civilian employees and constituents near Air Force installations overseas are encouraged to ensure their voting campaign coincides with the Air Force time frame to take advantage of publicity/information disseminated through internal/external media.

## OFFICIAL

Air Force Voting Action Officer  
Air Force Personnel Center

### 2 ATTACHMENTS:

1. Sequence of events for installation and unit voting assistance officers (I/UVAOs)
2. Instructions for IVAOs to Register on AF Departmental Publishing Office (ePubs) and order voting materials

### ANNEXES:

- A – Personnel
- B – Public Affairs
- C – Staff Judge Advocate
- D – Comptroller
- E – Information Management
- F – Postal Service
- G – Communications
- H – Air Force Reserve
- I – Air National Guard

**ATTACHMENT 1**  
**SEQUENCE OF EVENTS FOR**  
**INSTALLATION AND UNIT VOTING ASSISTANCE OFFICERS (I/UVAOs)**

**Calendar Year 2010**

Continue to publicize the AF Voting Program and provide assistance for the entire year.

**Not earlier than 1 Jan 2010 and not later than 15 Jan 2010**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

**Between January and March 2010**

Ensure FPCAs are available to citizens from states holding early primary elections at least 90 days prior to that primary election. Election dates are available at <http://www.fvap.gov/vao/calendar.html>.

**Not later than 7 May 2010:**

Provide Armed Forces Voters Week or Overseas Citizens Voters Week Plan to MAJCOM VAO and HQ AFPC/DPSIMF.

**28 Jun 2010 – 7 Jul 2010:**

Conduct “Armed Forces Voters Week” and “Overseas Citizens Voters Week”

**Not earlier than 1 Jul 2010 and not later than 15 Jul 2010**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

**No later than 30 Jul 2010:**

Report results of Armed Forces Voters Week to MAJCOM VAO and AFPC/DPSIMF (using IVAO’s Database. Export spreadsheet and email).

**On 2 Aug 2010 (90 days from Federal Election):**

Inform entire serviced population of availability of absentee voting information and resources (base-wide email, providing IVAO org box and listing generated from “IVAOs Database” of all UVAO’s unit/names/duty phone (utilize “UVAO Listing for Telephone Operators” button).

**Not later than 3 Aug 2010:**

Provide Absentee Voters Week Plan to MAJCOM VAO and HQ AFPC/DPSIMF.

**Not later than 15 Aug 2010:**

Overseas IVAOs make second contact. Ensure in-hand delivery of FPCAs for ballot requests.

**Not later than 01 Sep 2010:**

CONUS IVAOs make second contact. Ensure in-hand delivery of FPCAs for ballot requests

**On 2 Sep 2010 (60 days from Federal Election):**

Inform entire serviced population of availability of absentee voting information and resources (base-wide email, providing IVAO org box and listing generated from “IVAOs Database” of all UVAO’s unit/names/duty phone (utilize “UVAO Listing for Telephone Operators” button).

**27 Sep – 4 Oct 2010:**

Conduct Absentee Voters Week

**On 2 Oct 2010 (30 days from Federal Election):**



Inform entire serviced population of availability of absentee voting information and resources (base-wide email, providing IVAO org box and listing generated from “IVAOs Database” of all UVAO’s unit/names/duty phone (utilize “UVAO Listing for Telephone Operators” button).

**No earlier than 15 Oct 2010 and no later than 12 Nov 2010**

Submit end-of-year report to HQ AFPC/DPSIMF ([vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil))

**No later than 29 Oct 2010:**

Report results of Absentee Voters Week to MAJCOM VAO and AFPC/DPSIMF (using IVAO’s Database. Export spreadsheet and email).

**Not earlier than 1 Jan 2011 and not later than 15 Jan 2011**

Deliver FPCAs to all assigned UOCAVA-eligible personnel

## ATTACHMENT 2

### INSTRUCTIONS FOR IVAOs TO REGISTER ON E-PUBS & ORDER MATERIALS:

1. Login to the Air Force Portal (<https://wmsweb.afncr.af.mil> <<https://wmsweb.afncr.af.mil>>)
2. Go to the "Library" drop-down menu
3. Click on "Publications"
4. Click on "Air Force E-Publishing Account Login Page"
5. The home page states "Welcome, *Your Name*, to the Warehouse Management System v2.0". The new ordering system will login you in with your CAC card and you will have an account automatically.
6. To be sure all your information has been captured do the following (you only need to do this THE VERY FIRST TIME you get onto the system:
  - Click the yellow "Account" tab at the top
  - On the left, click on "My Account".
  - Then click under "view details" to the far right.
  - Fill out any information with an asterisk that is blank.
  - Then go to the bottom and click SAVE.
7. TO PLACE AN ORDER:
  - Click on the "Shop Online" tab at the top left.
  - Type the short title you want to order in the block at the top (next to keywords) (Example: To order the **Voting Assistance Guide**, type "VAG" in all capital letters)
  - Click the word "Search"
  - When the title comes up, then click the far right button "view details"
  - Change the default "1" in the blue "Quantity" box to the quantity needed (not to exceed the "Maximum Issue" number shown to the right.
  - Click "Add to Shopping Cart".
  - To order another item, click the "Continue Shopping" at the top right and repeat previous steps starting with the short title in the search block at the top.
  - When you are done ordering all products, then click "Proceed to Checkout". Next screen will list your shipping information and the items ordered.
  - Click the "Submit Order" button at the bottom.

**Other products to order:** SF 76 FPCA, SF 186 FWAB, Election Calendar Posters, Motivational Posters.

Short Titles	Product:
VAG	2010-2011 Voting Assistance Guide
DoDP114SMALL	Motivational Poster (small)
DoDP114LARGE	Motivational Poster (large)
ELECTIONCALENDAR	2010 Election Calendar Poster

Difficulties may be resolved by contacting Air Force ePublishing at DSN 754-2438 or COMM 1-800-848-9577 or by email at [e-publishing@pentagon.af.mil](mailto:e-publishing@pentagon.af.mil). The Air Force Voting Action Officer at AFPC does not have e-publishing access to assist.

**FREQUENTLY ASKED QUESTIONS:** <https://www.my.af.mil/gcss-af/USAF/ep/browse.do?programId=896889&parentCategoryId=-1060853&pageId=681742&channelPageId=-569377>

8. **Tracking Orders:**
  - Click on green "Orders" tab at the top
  - On the left, click on "Manage My Orders" under "My Orders"
  - The next page will be the option to search by category, such as, Short Title, Order Number, etc.
  - When the order is found, click under "View Details", then click the voucher number (next to the magnifying glass) and it will expand information such as shipping date, tracking number if applicable, etc.

## ANNEX A TO AIR FORCE VOTING PLAN

### PERSONNEL

#### Tasks:

- a. HQ USAF/A1 is responsible to the Chief of Staff, USAF, for implementing this plan. HQ AFPC/DPSIMF is the HQ USAF/A1 operational focal point for voting matters.
- b. Each MAJCOM/FOA/DRU/A1 is responsible to the commander for monitoring and ensuring the success of the Air Force and Federal Voting Assistance Programs.
- c. Force Support Squadron/MPS commanders, and the Installation Voting Assistance Officer (IVAO) at installation level assist the Installation Commander in administering the Air Force and Federal Voting Assistance Programs. MPSs will expeditiously pass voting communications to the IVAO and assist the IVAO with reports, surveys, FPCA and ballot fax transmissions.
- d. The Air Force action officer for voting matters is Mr. William A. D'Avanzo, HQ AFPC/DPSIMF, 550 C Street West, Ste 37, Randolph AFB TX 78150-4739, DSN 665-4351, Commercial FAX (210) 565-2543, or email [vote.airforce@randolph.af.mil](mailto:vote.airforce@randolph.af.mil). Please visit the AF Voting page at <http://www.afpc.randolph.af.mil/library/airforcevoting/index.asp> for voting information.

2 Atch

1. Appendix I
2. Appendix II

## APPENDIX I

### SUGGESTED SOURCES OF PARTISAN VOTING INFORMATION

1. Voting assistance personnel have an important role in ensuring citizens covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) law, are able to exercise their Constitutional right to vote. Questions which cannot be answered at the local level should be directed to the next higher-level voting official to ensure timely/correct answers are provided. Voting programs should make people aware that they should vote and that voting is a civic responsibility rather than a legal obligation. It is the voting assistance officer's responsibility to inform the voter of procedures to follow in order to vote. It is the voter's responsibility to obtain information about candidates and issues. Voting officers are not to distribute any literature from candidates or partisan organizations. They may not endorse candidates or issues. In the course of assisting personnel or for reporting purposes, IVAOs or UVAOs may poll personnel regarding their participation in voter registration or the actual casting of ballots, but they must not poll any member on his or her choice, or his or her vote for any candidate. The following sources of information are recommended for national issues:

a. Information on candidates for state/federal offices and on national issues can be readily obtained from radio, television, newspaper and internet sources, both in the U.S. and overseas.

b. The DoD Voting Information Center (VIC) allows callers to pose questions relating to voting and assistance available within the Department of Defense. The VIC telephone number is DSN 425-1584, commercial toll free 1-800-438-VOTE (8683).

2. Citizens of the United States elect more than 500,000 public officials to serve at Federal, state and local levels. Although it is more difficult to obtain information about local "hometown" issues and candidates, their decisions directly influence the lives of all citizens. For "hometown" issues, absent Air Force voters may wish to:

a. Go to the state voting website for information. Links to state election websites can be found on the FVAP website, [www.fvap.gov](http://www.fvap.gov).

b. Ask family members living in the state to send them information on local candidates and issues.

c. Subscribe to a local newspaper while serving outside their home state.

d. Request information directly from state political party headquarters.

3. Ombudsman Service. The FVAP provides an Ombudsman Service for both the voter and local election officials to resolve problems which cannot be solved locally or answer questions concerning procedures for registration and ballot requests, including the timely receipt of ballots. Citizens and local election officials may call for assistance using the international toll-free numbers below, and contained on the inside back cover of the *2010 - 2011 Voting Assistance Guide*. The toll-free number for citizens in the United States and Canada is 1-800-438-VOTE (8683). Assistance is available during normal business hours, Eastern Time, or a recorded message may be left at other times. International toll-free telephone numbers are listed on the FVAP website, <http://www.fvap.gov>.

4. FVAP Electronic Transmission Service. The FVAP provides the electronic transmission of election materials service. **Where allowed by state law**, a military or overseas citizen may electronically transmit the FPCA for registration/ballot request, receive the regular blank absentee ballot by email/fax, return the voted ballot by email/fax, or any combination of these three. The

FVAP Electronic Transmission Service can convert documents sent by email to a fax to be sent to the local election office. This capability is helpful if a voter does not have access to a fax machine and his or her state does not authorize email transmission of election materials. Election materials may be transmitted to local election officials through the following numbers: 703) 693-5527 or (800) 368-8683. International toll-free telephone and fax numbers are listed on the FVAP website, **<http://www.fvap.gov>**.

# VOTING PROGRAM CHECKLIST

**\*\*Electronic version can be found on IVAO/UVAO CoP\*\*.**

The Air Force Voting Program is a Compliance Inspection (CI) item per AFI 90-201, *Inspector General Activities*. Paragraph 3.3.1.7 addresses the AF Voting Program. To assist you in preparing for inspections and in serving in your role as a voting assistance officer, the checklist below was created. It combines items from AFI 36-3107, *Voting Assistance Program* and DoDD 1000.4, *Federal Voting Assistance Program*. All references are from AFI 36-3107 unless otherwise noted.

Mission Statement - To ensure the command voting program is reviewed at every organizational level to ensure persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) are informed and provided an opportunity to exercise their right to vote.

Voting Assistance Responsibilities		
CHECKLIST MADE CLEARER AND IDENTICAL TO IG's	Yes	No
<b>Major Commands (MAJCOMs)</b>		
1. Has the MAJCOM/A1 designated a Primary and Alternate Voting Assistance Officer (VAO) in writing to coordinate the programs conducted by subordinate units within their command? (para 4.5.2.)		
2. Has the VAO received FVAP training? (para 4.5.3.)		
<b>Installation Commanders</b>		
1. Has the installation commander appointed, in writing, a Primary and Alternate Installation Voting Assistance Officer (IVAO)? (para 4.7.1.) NOTE: The IVAO should be appointed to serve until 1 Apr 11 or later.		
2. Does the installation commander ensure unit commanders appoint unit voting assistance officers, to provide service to all assigned personnel? (para 4.7.3.) NOTE: Unit members serviced include military personnel of any service, along with civilians and contractor personnel at overseas units.		
3. Does the installation commander ensure the IVAO's and UVAOs' performance of duties with respect to the Voting Program is included in their performance evaluations? (para 4.7.5., Public Law 107-107)		
4. Does the installation commander ensure the appointed IVAO receives FVAP training and is the training documented? Training is required within 60 days of appointment and during every even-numbered year. (para 4.7.6. and current AF Voting Plan)		
<b>Installation Voting Assistance Officers (IVAOs)</b>		
1. Does the IVAO ensure UVAOs are trained to assist military and civilian personnel and their dependents within 60 days of appointment; and is training completed for all levels of VAOs during even-numbered years? (AF Voting Plan)		
2. Does the IVAO keep a record ("IVAOs Database") of UVAOs trained and are replacements trained as needed within 60 days of appointment? (AF Voting Plan)		
3. Does the IVAO ensure all assigned personnel receive at least one briefing, training or information period of instruction devoted to absentee registration and voting during Federal election years and is this training documented? (para 4.8.4.2 & AF Voting Plan)		
4. Has the IVAO developed a system to ensure in-hand delivery of SF 76, <i>Registration and Absentee Ballot Request - Federal Post Card Application</i> (FPCA) to all UOCAVA-eligible members? Note: email delivery is acceptable if done so locally and using read receipts to verify delivery. Read receipt notices must be transcribed to a permanent document for proof of 100% contact. (para 4.8.6 and AF Voting Plan)		
5. (a) Has a plan for Armed Forces Voters Week (for overseas bases: Overseas Citizens Voters Week) been sent to MAJCOM VAO and HQ AFPC/DPSIMF by 7 May 2010?		

(para 4.8.7.) (b) Has a plan for Absentee Voters Week been sent to MAJCOM VAO and HQ AFPC/DPSIMF by 3 Aug 2010? (Current AF Voting Plan)		
6. Does the IVAO provide registration materials and a briefing on the absentee voting process at all Individualized Newcomer Treatment and Orientation (INTRO) programs (para 4.8.8.)? NOTE: This can be rotated duty for all voting officers on the installation.		
7. (a) Has the base telephone operator been provided the email org box and telephone number of the IVA Office? (b) and has an installation voting email org box been created using the standardized <a href="mailto:vote@base.af.mil">vote@base.af.mil</a> format? (para 4.8.9 and the current AF Voting Plan)		
8. Has the IVAO coordinated with the military postal authorities (overseas) and provided the Postmaster a copy of Annex F of the current AF Voting Plan to ensure a postmark or other proof of mailing date is provided on each absentee ballot collected at any overseas location; and ensure mail handlers process voting materials quickly? (para 4.8.10 and Voting Plan)		
9. Does the IVAO maintain a current continuity book which will be passed on to the succeeding IVAO? (para 4.8.15.)		
10. Does the IVAO provide voting assistance IAW para 3i(20) of this plan to (a) New arrivals; (b) departing/PCSing members; (c) members deploying for 6 months or longer; and (d) those deployed members upon their return? (AF Voting Plan, FY10 NDAA {PL 111-84})		
11. Does the IVAO ensure the installation website (A) maintains a voting page/link to the Air Force Voting Website or FVAP.gov year-round? and (B) provides the organizational e-mail address of the Installation Voting Assistance Officers on the installation website within 60 days of the publishing of this plan? (Current AF Voting Plan)		
12. Does the IVAO provide quarterly "Measures of Success" IAW para 3i(8) and instructions from DPSIMF by 15 Jan, 15 Apr, 15 Jul and 15 Oct each year? (Current AF Voting Plan)		
<b>Unit Voting Assistance Officers (UVAOs)</b>		
1. Does the UVAO update their list of assigned personnel as changes occur? (UVAO may request IVAO provide a quarterly listing of unit personnel generated by the Military Personnel Section) (para 4.9.1. and AF Voting Plan)		
2. Does the UVAO provide assistance IAW para 3i(19) of this plan to PCSing members (in and out), members deploying for 6 months or longer and to those returning deployed members from a deployment of 6 months or greater? (Public Law 111-84 and AF Voting Plan).		
3. Does the UVAO provide SF 186 (FWAB) when voters who previously submitted FPCAs state they had not received ballots, and it's within 30 days of election date? (may be provided by downloading from fvap.gov website; VAG has state-specific requirements) (para 4.9.5.).		
4. Does the UVAO make in-hand delivery of SF 76 (FPCA) to all assigned personnel of voting age to include their voting age dependents? (para 4.9.4. and current AF Voting Plan) NOTE 1: Issue SF 76 by 15 Jan of each calendar year (CONUS/OS); During even-numbered years issue SF 76 by 15 Jul. NOTE 2: USD(P&R) Memo dated 19 Sep 07 states that the revision of DoDD 1000.4 permits electronic distribution of the FPCA as long as electronic distribution is done locally and receipt of the FPCA can be verified (e.g., use of email delivery/read receipts, then transcription of mail receipts to a permanent document).		
5. Does the UVAO assist the IVAO with Armed Forces Voters Week and Absentee Voters Week to include, but not limited to, publicizing the importance of early action to obtain ballots for elections well in advance of election deadlines? (para 4.9.10 and AF Voting Plan.)		
<b>Military Personnel Section (MPS)</b>		
1. Does MPS Customer Support or FSS PSM, on a quarterly basis at a minimum, provide the IVAO with a personnel listing sorted by unit, then alpha? (Current AF Voting Plan).		



## ANNEX B TO AIR FORCE VOTING PLAN

### PUBLIC AFFAIRS (PA)

1. Purpose: All PA offices will conduct a continuing multimedia information program supporting the Air Force Voting Assistance Program. Support will focus on PA's actions to encourage 100% voter registration and participation of Air Force personnel, DAF civilians and their eligible family members in state primary elections and the 2 Nov 2010 General Election.

2. Actions will stress:

a. The responsibility for registering and voting by absentee ballot for persons covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

b. The responsibility for registering and voting in person or by absentee ballot when stationed in the U.S. or overseas.

3. Essential elements of information: The Office of the Federal Voting Assistance Program, Office of the Secretary of Defense, together with the American Forces Information Service, Office of the Assistant Secretary of Defense (OASD) (Public Affairs), will provide basic information and printed and audiovisual materials for local use. These include:

a. Radio and television news/reports and promotional spots on voting for use by the Armed Forces Radio and Television Service (AFRTS).

b. American Forces Press and Publication Service articles, features and artwork.

c. Press releases for 2010-11.

d. Department of Defense voting posters.

NOTE: Requests for materials produced by the American Forces Information Service should be sent to local PA Offices.

4. Tasks:

a. Air Force News Operations, Air Force News Agency (AFNEWS), will develop from informational materials provided by OASD and HQ AFPC:

(1) Guidance and assistance on explaining to internal Air Force audiences matters concerning the Voting Assistance Program.

(2) Around the Air Force Radio News items.

(3) Commanders' Call topics for presentation with locally generated information on the Federal Voting Assistance Program. Target items for June, July and September 2010.

(4) Air Force Print News will electronically distribute articles and features developed by OASD, HQ AFPC and AFNEWS Det 16 (Pentagon News Bureau), for use in base newspapers, newsletters and bulletin boards.

(5) Air Force Reports/Around the Air Force (daily television news products) will include items about the voting program in July and September 2010. Air Force Newspaper Consultant will electronically distribute artwork and other items to MAJCOM/FOA/DRU newspaper consultants as appropriate.

(7) A graphic icon link to the AF Voting website will be added to the front page of Air Force Link ([www.af.mil](http://www.af.mil)) during September and October 2010.

(8) Voting artwork and posters will be designed and uploaded to the Art Section of Air Force Link. Any posters developed by other Air Force offices will also be uploaded to the Art section.

b. Air Force Broadcasting Service, AFNEWS will:

(1) Ensure Air Force owned and operated AFRTS outlets provide broadcast support to local Federal Voting Assistance Program efforts.

(2) Ensure all Air Force outlets provide a free flow of political programming as received from the AFRTS Programming Center in accordance with DoD policy outlined in DoDD 5120.20R, paragraphs 4-102.5 and 4-102.6. All outlets should make extensive use of such programming, especially during primary elections and the 2010 General Election.

(3) Ensure AFRTS outlets use voting information provided by Air Force News Operations in the form of Around the Air Force daily radio news items and spot announcements.

(4) Ensure all outlets adhere to the AFRTS political broadcasting policy as outlined in DoDD 5120.20.

c. MAJCOM/FOA/DRU/PA will:

(1) Support PA responsibilities for the voting program.

(2) Transmit voting information expeditiously to all PA offices.

(3) Ensure coordination between PA officers and voting officers at each installation.

d. Installation PA officers will:

(1) Coordinate with local installation and unit voting assistance officers.

(2) Initiate local internal information actions, emphasizing use of unit newspapers and where applicable, AFRTS facilities, covering the following points:

(a) Explain the importance of the right to vote.

(b) Explain where the Federal Post Card Application (FPCA) and the Federal Write-in Absentee Ballot (FWAB) may be obtained and how to accurately complete them.

(c) Explain the need and civic responsibility of all eligible Air Force personnel, their families and DAF civilians to participate in primary and general elections. Early action by voters to get registration and absentee ballots before election deadlines should be stressed.

(d) Publicize sources of voter information for "hometown" and local elections (see Annex A and Appendix I)

(e) Publicize Armed Forces Voters Week (CONUS) and Overseas Citizens Voters Week (Overseas), 28 Jun 2010 – 7 Jul 2010, highlighting the concentrated effort to advise all personnel of their voting rights and responsibilities, and shift the emphasis from voting in the primary elections to voting in the 2 Nov 2010 General Election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(f) Publicize Absentee Voters Week, 27 Sep – 4 Oct 2010, emphasizing the need for voters to complete and mail their absentee ballots so they are received by local election offices in time to be counted for the November general election. Air Force installations are encouraged to use local, "on-base" community groups to generate support for the voting program.

(g) Publicize the installation voting web page address, installation voting organizational email address, and installation voting assistance officer's duty phone number.

(h) ITEM REMOVED.

(i) Installation website: Maintain a link or web page containing links to the Air Force Voting website (<http://www.afpc.randolph.af.mil/library/airforcevoting/index.asp>) and to <http://www.fvap.gov> year-round.

(j) Publicize the DoD Voting Information Center (VIC) 24 hours-a-day answering service. Anyone may call the VIC for news and information on elections, candidates and issues at DSN 425-1584, commercial (703) 588-1584 or toll-free at 1-800-438-VOTE(8683).

(k) Participate in the installation voting committee and provide support for activities that promote voting.

(l) Provide information releases on voting activities to local media.

(m) Provide information to units through Commander's Calls and other events.

e. Suggestions or problems may be referred to Chief, News Operations, AFNEWS/PAO, 203 Norton St., San Antonio, TX 78226-1848, DSN 945-6164, DSN FAX 945-7219, through proper channels.

## ANNEX C TO AIR FORCE VOTING PLAN

### STAFF JUDGE ADVOCATE (SJA)

1. Purpose: To provide legal advice and information to commanders, voting officers, and voting members and their dependents.

2. Tasks:

a. Installation SJA will assist commanders in conducting the voting program by advising them as required, on the provisions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and appoint a representative to serve on the Installation Voting Committee.

b. Questions about legal residence for voting purposes may be referred to the office of the SJA in accordance with the 2010-11 Voting Assistance Guide. Judge Advocates will familiarize themselves with local and state laws and procedures relating to the voting rights of persons residing on military installations.

c. Installation SJA should obtain a copy of the current Voting Assistance Guide, Publication ID# VAG 08-09, from the IVAO or on-line at <http://www.fvap.gov/vao/guide.html>.

d. Judge Advocates who have questions related to the provisions of the above mentioned statutes, or to residence and domicile for voting purposes that cannot be resolved at the local level, should forward them through command legal channels to Air Force JAG School, CPD/JA, 150 Chennault Cir, Bldg 694, MAXWELL AFB AL 36112-6418, DSN: 493-2802.

## ANNEX D TO AIR FORCE VOTING PLAN

### COMPTROLLER

1. Purpose: To provide comptroller assistance and support to voting officer.

2. Funding Guidance:

a. MAJCOM/FOA/DRU/Installation support will be provided from within available resources. Local O&M funds may be used for travel to FVAP Installation Voting Assistance Officer (IVAO) training workshops and for printed matter such as pamphlets and posters, to urge personnel to exercise their constitutional right to vote. They are **not** available for picnics, key chains, coffee mugs, water bottles and the like.

b. Additional guidance may be obtained by contacting by mail: SAF/FMBMM, 1130 Air Force Pentagon, Washington DC 20330-1130; fax: DSN 227-6904; or phone: DSN 227-8250.

## ANNEX E TO AIR FORCE VOTING PLAN

### INFORMATION MANAGEMENT

1. Purpose: To provide publications, forms assistance and support to voting officers.
2. Essential Element of Information: Publication ID# VAG 10-11, Voting Assistance Guide, has been revised and available electronically on [www.fvap.gov](http://www.fvap.gov), and is distributed through the Air Force e-publishing website, to requesting individuals.
3. Tasks:
  - a. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the SF 76 (current edition), Federal Post Card Application (FPCA) for Absentee Ballot, and the SF 186 (current edition), Federal Write-in Absentee Ballot (FWAB), is available when requisitioned by voting officers.
  - b. AFDPO, in coordination with HQ AFPC/DPSIMF, will ensure an adequate supply of the FWAB is available for overseas voters when requisitioned by voting officers.
  - c. AFDPO will ship Voting Assistance Guides and additional voting materials (motivational and election calendar posters, brochures, etc.) to each IVAO upon order from their website: <https://wmsweb.afncr.af.mil>
  - d. Voting publicity and bulletins, other than those issued by the Public Affairs office, will be published in staff digests and related bulletins to ensure awareness of and any changes to the Air Force Voting Plan.
  - e. Please refer questions about this annex to HQ AFPC/DPSIMF, 550 C Street West, Suite 37, Randolph AFB TX 78150-4739, DSN 665-4351 or Commercial (210) 565-4351.

## ANNEX F TO AIR FORCE VOTING PLAN

### POSTAL SERVICE

1. Reference: DOD Directive 4525.6M and Military Postal Service Agency Strategic Voting Support Plan (15 Mar 2010).

2. Purpose: To provide information on postal support for the Air Force Voting Plan through military post offices.

3. Essential elements of information:

a. Absentee balloting materials: Balloting materials consist of postcard applications, ballots, voting instructions and envelopes sent through the mail without prepayment of postage. This enables everyone entitled to use the military postal system to vote by absentee ballot when absent from their voting residence and when otherwise eligible to vote. To mail without postage, the balloting materials must be deposited at a U.S. post office, an overseas military post office, or presented to an American embassy or consulate.

b. Instructions for postal personnel:

(1) Air Force postal activities will date stamp all voting materials they receive (to reflect receipt) prior to immediate delivery to the addressee. They will postmark material customers mail to show when the mail entered the postal system. Postal locator service will be immediately provided for balloting material that must be forwarded. If delivery of balloting material cannot be made through the postal service center, local U.S. post office, Official mail center, unit mailroom or consolidated mailroom, materials will be returned to sender with appropriate endorsement. If the material is undeliverable and no forwarding address is known, the material will be immediately returned to sender properly annotated as to why it is being returned.

(2) Priority handling will be given to balloting material. Ballots shall be returned by priority mail.

(3) Postal personnel involved with the processing of balloting material will take necessary steps to safeguard the integrity and secrecy of ballots cast.

(4) Follow instructions in DODD 4525.6M and applicable AF supplements when processing balloting material.

4. SAF/XCIF is the Air Force OPR for this Annex. Appropriate guidance is contained in DODD 4525.6M, Chapters 3 and 10, Public Law 107-107, 28 Dec 2001 and Public Law 111-84, 28 Oct 2010. Questions on this Annex may be directed to SAF/XCIF, 1800 AF Pentagon, Washington, DC 20330-1800, DSN 425-6117/6137.



## ANNEX G TO AIR FORCE VOTING PLAN

### COMMUNICATIONS

1. References: AFI 33-111, *Voice Systems Management*.
2. Purpose: To provide procedures for obtaining an automated answering service for HQ AFPC/DPSIMF, MAJCOM/FOA/DRUs, and installation voting officers to service and record calls during off-duty hours or when not available.
3. Tasks:
  - a. HQ AFPC/DPSIMF and each MAJCOM, FOA, DRU and installation will establish a voting "Action Line."
  - b. Each MAJCOM, FOA, DRU and installation voting assistance officer (IVAO) will contact their servicing communication agency/activity to initiate the request for an automated answering service. The authorization for this answering service will be ongoing to allow permanent access to the current MAJCOM, FOA, DRU or installation voting assistance officer. The telephone line and answering equipment must be passed to the replacement MAJCOM, FOA, DRU or installation voting assistance officer to ensure there is no termination of this service.
  - c. Validation and approval of the automated answering service will be done at MAJCOM level. Use of existing resources should be exploited to the fullest extent before equipment is leased or procured to support this requirement.
  - d. Operation and maintenance funds will be used to finance the automated answering service.
  - e. Installation telephone operators must maintain the telephone Voting Action Line number and email org box address for the IVA Office.
  - f. Installation communications unit commander will appoint a representative to serve on the Installation Voting Committee.
  - g. MAJCOM and Installation NOSC's will refrain from blanket blocking of political and religious web sites (per AF-CIO memorandum, 2 Feb 2005, *CIO Action Memorandum--Clarification of Air Force Policy on Acceptable Website Use*).
4. SAF/XCIAX is the OPR for this Annex. Questions on this Annex may be directed to SAF/XCIAX, 1030 AF Pentagon, Washington, DC 20330-1030, DSN 425-7826.

## ANNEX H TO AIR FORCE VOTING PLAN

### AIR FORCE RESERVE

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP) - Voting Action Plan 2010-11.
2. Purposes: To ensure adequate provisions are in place to provide voting assistance to members of the Air Force Reserve in case of their activation.
3. Guidance/Tasking: Air Force Reservists could be affected by the requirement of this plan during three scenarios:
  - a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote." Since this situation has not occurred, normal civilian voting procedures apply.
  - b. Activated, deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting plan for that installation. Per coordination with HQ AFPC/DPSIMF, those Reserve personnel reporting to an active duty base will be serviced through that base's voting program. If additional materials are needed, they will be ordered by the installation voting assistance officer through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.
  - c. Activated, deployed overseas: If Reserve personnel are deployed to an existing Air Force base, procedures in 2(b) above apply. If Reserve personnel are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the Reservists. Voting services will be provided through PERSCO support unless the deployed commander has appointed an installation voting assistance officer.
4. HQ USAF/REPP is the Air Force OPR for this Annex. Questions on this Annex may be directed to HQ USAF/REPP, Pentagon, Washington D.C. 20330, DSN 425-6000.

## ANNEX I TO AIR FORCE VOTING PLAN

### AIR NATIONAL GUARD

1. References: 42 USC 1973ff-6, Uniformed and Overseas Citizen's Absentee Voting Act (UOCAVA) and Federal Voting Assistance Program (FVAP) - Voting Action Plan 2010-11.
2. Purpose: To ensure adequate provisions are in place to provide voting assistance to members of the Air National Guard in case of their activation.
3. Guidance/Tasking: Air National Guard personnel could be affected by the requirement of this plan during three scenarios:
  - a. Activated, not deployed outside commuting distance. No action required. IAW Section 107(1) of the UOCAVA, this act applies to a member who "is absent from the place of residence where the member is otherwise qualified to vote."
  - b. Activated, deployed outside commuting distance within the CONUS: Each active duty installation will have a voting officer and voting plan for that installation. Guard members will be serviced through the installation to which they are assigned. If additional materials are needed, the installation voting assistance officer will order them through Air Force Publishing on-line at: <https://wmsweb.afncr.af.mil>.
  - c. Activated, deployed overseas: If Guard members are deployed to an existing Air Force base, procedures in 3(b) above apply. If Guard members are not deployed to an existing base, the same procedures that apply to active forces in this situation will also apply to the Guard members. Voting services will be provided through PERSCO support unless the deployed commander has appointed an installation voting assistance officer.
4. NGB/A1P is the Air National Guard OPR for this plan. Direct questions to NGB/A1P, Jefferson Plaza One (JP-1), Crystal City, 1411 Jefferson Davis Highway, Arlington, Virginia, 22202-3231, DSN 327-5079.

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END USAF VOTING PLAN

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